

FRESNO, CALIFORNIA
CLASS SPECIFICATION
BUILDING INSPECTOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Building Inspector is the second level in a four level Construction Inspection series. Incumbents are responsible for performing skilled combination or specialized enforcement of pertinent codes, ordinances, and regulations related to fire, life and health safety, accessibility, structural and nonstructural, plumbing, mechanical, and electrical elements of construction, for public and private residential, light multi-family and light commercial projects permitted within the City of Fresno and providing consultative services to architects, engineers, designers, contractors, and owners.

Distinguishing characteristics within the class are, depending upon specialized area of assignment are, responsibility for performing structural, electrical, environmental, or plumbing and mechanical system inspections.

The Building Inspector is distinguished from the Associate Building Inspector by its responsibility for performing journey level enforcement activities associated with residential, light multi-family and light commercial projects. The Building Inspector is distinguished from the Senior Building Inspector, which is responsible for making work assignments, overseeing the work of other building inspection staff, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor, also performs complex combination and/or specialty inspections.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|--------------|
| 1. | Reads and interprets construction plans and specifications. | Daily
35% |
| 2. | Inspects, evaluates and approves residential and light commercial construction projects and properties to observe on-site, compliance with approved plans, specifications, and codes. | Daily
20% |
| 3. | Inspects, evaluates, and approves construction of structural systems, fire, life, and health safety and disability access requirements, on-site grading, landscaping, and related architectural and zoning requirements and improvements. | Daily
25% |
| 4. | Receives and responds to questions or complaints from a variety of individuals and/or businesses regarding codes and regulations, inspection schedules, inspection results, and code compliance requirements. | Daily
15% |
| 5. | Prepares and/or completes variety of forms, lists, stop work notices, and/or other related items; disseminates information to appropriate individuals. | Daily
10% |

FRESNO, CALIFORNIA
CLASS SPECIFICATION
BUILDING INSPECTOR

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Prepares and maintains construction and building inspection results, files, and reports.	Daily 10%
7.	Attends a variety of meetings related to construction projects and/or progress.	Weekly 5%
8.	Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Inspectors may be assigned to Electrical Systems and will be responsible for:

- Examining, evaluating, and approving electrical installations in residential, commercial, and industrial buildings.

Inspectors may be assigned to Plumbing and Mechanical Systems and will be responsible for:

- Examining, evaluating, and approving plumbing and mechanical system installations in residential, commercial, and industrial buildings.

Inspectors may be assigned to Building and Safety Systems and will be responsible for:

- Examining, evaluating, and approving the structural, life safety and accessibility, construction or alteration of residential, commercial, and industrial buildings.

FRESNO, CALIFORNIA
CLASS SPECIFICATION
BUILDING INSPECTOR

Training and Experience (positions in this class typically require):

- Sixty semester units of college level course work in Construction Technology, Architectural Drafting, Industrial Technology, Electrical Engineering, Mechanical Engineering, Engineering, Engineering Technology or closely related field and one year of experience as a City of Fresno Associate Building Inspector;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- OR
- Four years of experience as a general building, plumbing, mechanical, or electrical contractor supervising more than one trade and sixty semester units of higher education may be substituted for required Associate Building Inspector experience;
- OR
- Six years journey level trades experience involved in multi- or single-family residential or light commercial construction may be substituted for required Associate Building Inspector experience;
- OR
- Three years of experience as an Associate Building Inspector with the City of Fresno.
- Additional experience may be substituted for the required education on a year-for-year basis. Additional education may be substituted for the required journey level experience on a year-for-year basis up to two years.

• **Licensing Requirements** (positions in this class typically 17

- Basic Class C License
- Certified Combination Dwelling Inspector
- Certified Combination Inspector

Knowledge (position requirements at entry):

Knowledge of:

- Building and construction trades, methods, principles, practices and techniques;
- Documentation methods;
- Residential and light commercial construction inspection methods;
- Applicable specifications, codes, ordinances, regulations and practices used in the design and construction of building, plumbing, mechanical and/or electrical installations in residential and light commercial building occupancies and accessory structures;
- Customer service policies, principles and practices.

FRESNO, CALIFORNIA
CLASS SPECIFICATION
BUILDING INSPECTOR

Skills (position requirements at entry):

Skill in:

- Providing customer services
- Using computers and applicable software applications
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Analyzing, coordinating, and reviewing projects and reports
- Interpret, apply, and explain applicable building codes
- Inspecting residential and light commercial construction projects to evaluate compliance with applicable codes and regulations;*
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, disruptive people and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008